ACTIVITY OUTLINE

|  |  |
| --- | --- |
| Objectives | Create a mock exercise based on the sample city information provided. |
| Estimated Completion Time | 30 Minutes |
| Instructions | 1. Information introduced  2. Instructor will ensure groups are set and begin time  3. As a group, select capabilities to test during the exercise, select the exercise format, and create a scenario for the exercise  4. Get together as a larger group and discuss your exercises |

EXERCISE TEMPLATE

|  |  |
| --- | --- |
| What capabilities apply to your sample city and COOP plan? | 1.  2.  3.  4.  5.  6.  7.  8. |
| Which capability or related capabilities are most pressing? | 1.  2.  3. |
| What are your continuity objectives (these are how you will measure being able to sustain the core capabilities) | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |
| Which exercise format will you use? |  |
| Who needs to be involved? | 1.  2.  3.  4.  5. |
| What are some plausible scenarios to test the capability? |  |

Scenario Development

|  |  |
| --- | --- |
| What is the incident, and where does it occur? |  |
| What time did the incident occur? |  |
| What advance warning (if any) is available? |  |
| How do players learn about the incident? |  |
| Severity of the incident on human life? (Casualties?) |  |
| What resources and infrastructure (if any) are damaged in the incident? |  |

Write your scenario narrative:

INJECTS

|  |  |
| --- | --- |
| What injects could you use to keep the scenario and discussion moving? | 1.  2.  3.  4.  5.  6. |

Other items you will need for your exercise:

1. Method for presenting your exercise (PowerPoint, handouts)

2. Situation manual and MSEL for full scale

3. Hot wash forms

4. AAR/IP template

5. Resources and References

HOT WASH TEMPLATE

Agency Name

Continuity Exercise Hotwash

Name:

Title:

Organization:

Role during exercise:

Contact information:

Identify the three greatest strengths identified during the exercise:

1.

2.

3.

Identify the three areas needing significant improvement:

1.

2.

3.

Exercise observations and recommendations:

AFTER ACTION REPORT/IMPROVEMENT PLAN TEMPLATE

**After Action Report for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**Attendees:**

**Executive Summary**

Details of exercise, what objectives/capabilities were tested and why, what is the purpose of the AAR (ex. “to analyze the results of the exercise, identify strengths to be maintained and built upon, identify potential areas for further improvement, and support development of corrective action.”)

**Major Strengths**

The 3 major strengths identified during this Exercise are:

**Primary areas for Improvement**

Throughout the Exercise discussion, several opportunities for improvement were identified. The 3 primary areas for improvement, including recommendations, are:

**Recommendations and Improvement Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue/Area for Improvement | Recommended Action | Primary Responsible Person(s) or Dept. | Approximate Completion Date |
|  |  |  |  |
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